



Customer Service Division

Office Locations:

7447 E. Indian School Road, Suite 110
Scottsdale, AZ 85251

9379 E. San Salvador Drive, Suite 100
Scottsdale, AZ 85258

Telephone: (480) 312-2400

AUCTION HOUSE REQUIREMENTS

FEES: \$25.00 per quarter (\$100.00 per year)

\$25.00 Records Check per person

Be sure to read your Miscellaneous Business Licenses (Special License) ordinance booklet provided by the City of Scottsdale, Tax and License Registration office, **prior** to application

1. Application must be made 15 days prior to the event or start of business.
2. A Transaction Privilege (Sales) and Use Tax license is required.
3. Approval is required by Police and Code Enforcement Departments prior to a license being issued.
4. A license will not be issued if the applicant or its managing officers and agents, which include owners, partners, officers, agents, and employees, have been convicted of any felony or misdemeanor offense involving dishonesty, theft or assaultive conduct.
5. Any licensee transacting and carrying on business at a fixed place of business shall keep the license posted in a conspicuous place upon the premises where such business is conducted.
6. Fees paid when application is made are non-refundable.